

Kerala Gazette No. 39 dated 6th October 2009.

**PART I**



**GOVERNMENT OF KERALA**

**Co-operation (A) Department**

**NOTIFICATION**

G. O. (P) No. 144/2009/Co-op. Dated, Thiruvananthapuram, 19th August 2009.

The Recruitment Rules for Kerala State Co-operative Consumer's Federation Limited (Consumerfed) as approved by the Kerala Public Service Commission and by the Government is hereby published.

I. *Short title and commencement of the rule.*—(1) These rules may be called the Recruitment Rules for the Kerala State Co-operative Consumer's Federation Limited 2008.

(2) They shall come into force with effect from the date of the Government order.

II. *Constitution.*—The service shall consists of the following posts.

<i>Sl. No.</i>	<i>Name of Post</i>	<i>Scale of Pay</i>
(1)	(2)	(3)
1	Managing Director	On deputation
2	General Manager	Rs. 10225-14975
	<i>Commercial Wing</i>	
3	Commercial Manager	Rs. 7625-13225
4	Regional Manager	Rs. 4675-8675
5	Sales Manager	Rs. 4525-8125
6	Manager Grade-I	Rs. 4165-7625
7	Manager Grade-II	Rs. 3925-6925

(1)	(2)	(3)
8	Godown Manager	Rs. 3625-6325
9	Unit Manager	Rs. 3625-6325
10	Sales Assistant Grade-I	Rs. 2830-4825
11	Sales Assistant Grade-II	Rs. 2550-4285
<i>Finance and Accounts</i>		
12	Finance Manager	Rs. 6725-11625
13	Accounts Manager	Rs. 5275-9875
14	Assistant Manager (F&A)	Rs. 4525-8125
15	Internal Auditor	Rs. 3625-6325
<i>Personnel &amp; Administration</i>		
16	Administration Manager	Rs. 5275-9875
17	Junior Superintendent (P&A)	Rs. 3625-6325
18	Senior Assistant	Rs. 3025-5275
19	Receptionist	Rs. 2650-4525
20	Typist	Rs. 2650-4525
21	Driver	Rs. 2650-4525
<i>IT Wing</i>		
22	Programmer	Rs. 2650-4525
23	Data Entry Operator	Rs. 2550-4285

III. *Appointing Authority.*—The Board of Federation will be the appointing authority.

IV. *Reservation in appointment.*—The rules regarding reservation of appointment contained in Rule 14 to 17 at Part II of the KS & SSR, 1958 shall apply to appointment by direct recruitment.

V. *Age limit.*—The age limit for appointment by direct recruitment shall be between 18-37 years for Direct Recruitment under General Category i.e., should have completed 18 years and should not have completed 37 years of age on 1st January of the year in which applications are invited for appointment subject to the usual relaxation for SC/STs and OBCs.

VI. *Qualification and Method of Appointment*

<i>Sl. No.</i>	<i>Name of Post</i>	<i>Method of appointment</i>	<i>Qualification and Experience</i>
(1)	(2)	(3)	(4)
1	Managing Director	By deputation of an officer from IAS/IPS cadre or an Additional Registrar of Co-operative Societies or equivalent or a Government servant of equivalent rank/pay.	In the case of deputation/appointment by Government qualifications should be post graduation from a recognized University and five years experience in Managerial cadre for officers other than IAS/IPS.
2	General Manager	By promotion on the basis of seniority cum merit from the post of Commercial Manager/ Finance Manager/Administration Manager or by deputation of an officer from the Co-operative department not below the Rank of Joint Registrar.	<p><i>For Promotion/deputation:—</i></p> <p>(1) Graduation of a recognized University.</p> <p>(2) MBA from a recognized University.</p> <p>Probation should be completed in the feeder post for promotion.</p> <p>In the case of deputation qualification should be graduation of a recognized University and three years experience in supervisory cadre.</p>
<b>Commercial Wing</b>			
3	Commercial Manager	Promotion on the basis of seniority cum merit from Regional Managers or by deputation of an officer from the Co-operative department not below the Rank of Deputy Registrar or by direct recruitment.	<p><i>For Promotion/recruitment/deputation:—</i></p> <p>(1) Graduation from a recognized University.</p> <p>(2) MBA degree from a recognized University.</p> <p>(3) Three years experience in Managerial cadre.</p>

(1)	(2)	(3)	(4)
			<p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p> <p>In the case of deputation qualification should be graduation of a recognized University and three years experience in supervisory cadre.</p>
4	Regional Manager	Promotion on the basis of seniority cum merit from Assistant Manager (F&A)/Sales Manager or in their absence promotion from Manager Grade-I	<p>(1) Graduation from a recognized University with HDC/JDC</p> <p>OR</p> <p>B. Com. with Co-operation</p> <p>(2) DCA/MS Office</p>
5	Sales Manager	Promotion on the basis of seniority cum merit from Manager Grade-I	<p>(1) Graduation from a recognized University with HDC/JDC</p> <p>OR</p> <p>B. Com. with Co-operation</p> <p>(2) DCA/MS Office</p>
6	Manager Grade-I	Promotion on the basis of seniority cum merit from Manager Grade-II	<p>(1) Graduation from a recognized University with HDC/JDC</p> <p>OR</p> <p>B. Com. with Co-operation</p> <p>(2) DCA/MS Office</p>

(1)	(2)	(3)	(4)
7	Manager Grade II	Promotion on the basis of seniority cum merit from Junior Superintendent (P&A), Internal Auditor, Unit/Godown Manager or by direct appointment in the ratio 1:1 between promotion and Direct Recruitment.	<p>(1) Graduation from a recognized University with HDC/JDC</p> <p>OR</p> <p>B.Com. with Co-operation</p> <p>(2) DCA/MS Office</p>
8	Godown Manager	By Promotion on the basis of seniority cum merit from Senior Assistant, Sales Assistant, Grade I and by direct Recruitment in the ratio 1:1:2 between promotion and Direct Recruitment.	<p><i>For Promotion/recruitment :</i></p> <p>(1) Graduation from a recognized University with HDC/JDC.</p> <p>OR</p> <p>B. Com. with Co-operation</p> <p>(2) Two years experience in Logistic/Godown Management from a reputed firm.</p> <p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p>
9	Unit Manager	By Promotion on the basis of seniority cum merit from Sales Assistant Grade I and by direct Recruitment in the ratio 1:1 between promotion and Direct Recruitment.	<p><i>For Promotion/recruitment :</i></p> <p>(1) Graduation from a recognized University with HDC/JDC.</p> <p>OR</p> <p>B. Com. with Co-operation</p>

(1)	(2)	(3)	(4)
			<p>(2) Two years experience in Branch of Sales.</p> <p>The qualification of experience should be one obtained from a reputed firm.</p> <p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p>
10	Sales Assistant Grade I	By Promotion on the basis of seniority cum merit from Sales Assistant Grade II	Degree from a recognized University.
11	Sales Assistant Grade II	Direct Recruitment by Public Service Commission	Degree from a recognized University.
<b>Finance and Accounts</b>			
12	Finance Manager	By Promotion on the basis of seniority cum merit from Accounts Manager (F&A), category or by deputation of an officer from any Government Department or undertaking equivalent to the rank of a Deputy Registrar or by direct Recruitment.	<p><i>For Promotion/recruitment/deputation :</i></p> <p>(1) Graduation from a recognized University</p> <p>(2) CA or ICWA or MBA (Finance) or M. Com. (Finance)</p> <p>(3) Two years experience in Managerial cadre in Accounts or Finance from a reputed firm.</p>

(1)	(2)	(3)	(4)
			<p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p> <p>In the case of deputation qualification should be graduation with minimum three years experience in Accounts/Finance.</p>
13	Accounts Manager	<p>By Promotion on the basis of seniority cum merit from the Category of Assistant Manager (F&amp;A)/Regional Manager and Direct recruitment in the ratio 1:1 between promotion and direct Recruitment.</p>	<p><i>For Promotion :</i></p> <ol style="list-style-type: none"> <li>(1) Graduation from a recognized University with HDC/JDC</li> <li style="text-align: center;">OR</li> <li>B. Com. with Co-operation</li> <li>(2) DCA / MS Office</li> <li>(3) Completion of the required probation in the feeder post.</li> </ol> <p><i>For direct recruitment :</i></p> <ol style="list-style-type: none"> <li>(1) MBA (Finance) or ICWA / CA.</li> <li>(2) DCA / MS Office</li> <li>(3) Two years experience in Accounts/Finance from a reputed firm.</li> </ol>

(1)	(2)	(3)	(4)
14	Assistant Manager (F&A)	By Promotion on the basis of seniority cum merit from Manager Grade I and Direct recruitment in the ratio of 1:1 between promotion and direct Recruitment.	<p><i>For Promotion/recruitment :</i></p> <p>(1) Graduation from a recognized University with HDC / JDC</p> <p>OR</p> <p>B. Com. with Co-operation</p> <p>(2) DCA / MS Office</p> <p>(3) Two years experience in the related field from a reputed firm.</p> <p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p>
15	Internal Auditor	By Promotion on the basis of seniority cum merit from Senior Assistant and Sales Assistant Grade I in the ratio 3:1	<p>Graduation from a recognized University with HDC/JDC</p> <p>OR</p> <p>B.Com. with Co-operation</p>
<b>Personnel &amp; Administration</b>			
16	Administration Manager	Promotion on the basis of seniority cum merit from Regional Managers or by deputation of an Officer from Co-operative Department not below the rank of a Deputy Registrar or by direct recruitment by PSC.	<p><i>For Promotion/recruitment/ deputation :</i></p> <p>(1) MBA (HR)</p> <p>(2) Five years experience in administrative function in supervisory cadre from a reputed firm.</p>



(1)	(2)	(3)	(4)
			<p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p> <p>In the case of deputation qualification should be graduation and minimum three years experience in supervisory cadre.</p>
17	Junior Superintendent (P&A)	Promotion on the basis of seniority cum merit from Senior Assistant category or by direct recruitment by PSC.	<p><i>For Promotion/Recruitment:—</i></p> <p>(1) Graduation from a recognized University with HDC/JDC</p> <p style="text-align: center;">OR</p> <p>B.Com. with Co-operation</p> <p>(2) Three years experience in related field for direct recruitment. The experience should be from a reputed firm.</p> <p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p>

(1)	(2)	(3)	(4)
18	Senior Assistant	Promotion on the basis of seniority cum merit from Receptionist/Programmer/Data Entry Operator and from Typist who possess required qualification and who have completed the prescribed period of probation.	<p><i>For Promotion:—</i></p> <p>Graduation from a recognized University with HDC/JDC</p> <p>OR</p> <p>B.Com. with Co-operation</p>
19	Receptionist	Direct recruitment by PSC.	<p><i>For Recruitment:—</i></p> <p>(1) Graduation from a recognized University</p> <p>(2) Diploma in Office Automation or equivalent from C-DIT of Kerala.</p> <p><i>Note.</i>—A training of two weeks duration will be given by the Federation to the appointed candidates on telephone operation to cope with the Federation requirement.</p>
20	Typist	Direct recruitment by PSC.	<p>(1) S. S. L. C.</p> <p>(2) Typewriting English Higher and Malayalam Lower and Word Processing on Computer.</p>

(1)	(2)	(3)	(4)
21	Driver	Direct recruitment by PSC.	<p>(1) Pass in S. S. L. C. or equivalent.</p> <p>(2) Must possess current Heavy Duty Driving Licence of atleast 3 years standing with endorsement for HGV and HPV and Driver's Badge.</p> <p>(3) Medical Fitness</p> <p>Ear — Hearing should be perfect.</p> <p>Eye</p> <p>Distant Vision — 6/6 Snellen</p> <p>Near Vision — 5 Snellen</p> <p>Colour Vision — Normal</p> <p>Night Blindness— Nil</p> <p>Muscles— No paralysis and all joints with free movements</p> <p>Nervous— Perfectly System normal and free from any infectious diseases.</p>

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(1)	(2)	(3)	(4)
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*Note:*

- (1) Practical Test to assess the proficiency in Driving will be conducted by PSC
- (2) Physically Handicapped Candidates are not eligible to apply for the post.

### IT Wing

22	Programmer	By promotion on the basis of seniority cum merit from Data Entry Operator or by Direct Recruitment by PSC in the ratio 1:1 between promotion and Direct Recruitment	<p><i>For Promotion/ Recruitment:—</i></p> <ol style="list-style-type: none"> <li>(1) Graduation from a recognized University</li> <li>(2) PGDCA.</li> <li>(3) Two years experience in the related field obtained from a reputed firm.</li> </ol> <p><i>Note.</i>—The qualification of experience is not applicable for promotion. Instead, completion of the required probation in the feeder post is prescribed.</p>
23	Data Entry Operator	Direct Recruitment by PSC.	<ol style="list-style-type: none"> <li>(1) Graduation from a recognized University</li> <li>(2) PGDCA.</li> </ol>

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VII. *Probation.*—A candidate appointed by direct recruitment will be on probation for a period of two years on duty within a continuous period of 3 years from the date on which he/she joining duty. The persons who are promoted will be on probation for a period of 1 year on duty within continuous period of 2 years from the date on which he/she assumes charge as per KCS Rules 184 (1).

VIII. *Society Quota.*—As per Rule 187 of KCS Rules 1969, appointment to the 50% of the vacancies arising in an Apex Society or other Federal Type Society as the case may be, shall be an additional qualification. Hence 50% of the vacancies shall be set apart for the employees of the Primary Societies in Consumerfed who are having experience for a specific period.

The provision contained in the Rule 187 of the KCS Rule 1969 will be applicable for recruitment against 50% vacancies set apart for the employees of the member societies affiliated to Consumerfed subject to the following conditions:

- (1) Should possess educational qualification as is prescribed for direct recruitment.
- (2) Must have 3 years regular service in any cadre (and continuing in service) in the Member Primary Society affiliated to Consumerfed as experience.
- (3) Separate Ranked List will be prepared for General Open Market Candidates (General Category) and candidates from the employees of the Member/Primary Co-operative Society of Consumerfed (Society Category). Candidates will be advised alternatively from the Ranked List of General Open Market Candidates and the Ranked List of employees of Primary Co-operative Society of Consumerfed with the first position going to the General Open Market Candidates. If there is shortage of candidates in the Ranked List for employees of the Member Societies such vacancies will be filled up from the Ranked List of General Open Market Candidates. This passed over vacancies will not be compensated later.
- (4) The rules of reservation as laid down in the General Rules 14 to 17 of KS & SSR 1958 will be applicable to both General Category and Society Category.

- (5) Should have completed 18 years and should not have completed 50 years age as on the 1st January of the year in which the applications are invited.
- (6) Para (2) and Para (7) of the general conditions are not applicable to these posts.

IX. *General Conditions*.—Sub paras 5, 8, 9, 10, 11, 12 and 13 in para 2 and para 7 are not applicable for direct recruitment. Para 2 and para 7 of the General Conditions are not applicable for society category recruitment.

X. *Age Relaxation to Provisional Service*.—Upper age relaxation will be given for persons who rendered provisional service by appointment through Employment Exchange to the extent of their provisional service in the 29 Co-operative Institutions listed in G. O. (P) No. 41/98 dated 9-3-1998 (whether they continuing in service or relieved from service) provided they possess a minimum service of 1 year in such appointment. The maximum period of relaxation allowed to such persons shall be five years.

XI. *Saving Clause*.—Existing legitimately appointed/promoted employees are exempted from acquiring higher qualification prescribed in this rule for that post.

XII. *Experience*.—Wherever the qualification of experience is prescribed, it should be one obtained from a reputed organization in the field. It should also be produced in the prescribed form.

By order of the Governor,

T. THANKAPPAN,

*Secretary to Government.*

To

The Secretary, Kerala Public Service Commission, Pattom,  
Thiruvananthapuram.

The Registrar of Co-operative Societies, Thiruvananthapuram.

The Managing Director, Consumerfed, Gandhi Nagar, Kochi-20.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

P. S. to Minister (Co-operation, Coir and Devaswoms)

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